

VDA

86-0451

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		7 MARCH 1986
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## REMARKS

#1 - ACTION

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General Services Administration  
Federal Supply Service  
Washington, DC 20406

86-0451



MAR 1 1986

MEMORANDUM FOR MEMBERS OF THE AD HOC INTERAGENCY COMMITTEE ON  
PROPERTY MANAGEMENT SYSTEMS AND OTHER INTERESTED  
OFFICIALS

FROM:

STANLEY M. DUDA *Stanley M. Duda*  
CHAIRMAN, STEERING GROUP

SUBJECT:

Formation of Committee Work Groups

Your agency was recently asked to complete a comprehensive questionnaire concerning your property management system(s). Information from the questionnaire will be used by individual work groups of the Committee to accomplish each objective. Responses to the questionnaire are due in mid-March, and work group activities will commence as soon as possible thereafter.

The letter transmitting the questionnaire requested that each agency designate a representative to at least one specific work group. Work group designees do not have to be Committee members. We request that agency work group appointments be made no later than March 15, 1986, by telephone to Mr. William Albee or my staff, on 557-0807, or in writing to General Services Administration, Federal Supply Service, Property Management Division (FBP), Washington, D.C. 20406. A copy of the Committee goals and objectives is attached to assist in making work group appointments.

We have scheduled a meeting of the full Committee, work group appointees, and other interested agency officials for March 18, 1986, at 10:00 a.m. The meeting will be held in the FSS training room, Crystal Mall concourse, Room C-43 (see attached map). The purpose of the meeting is to summarize Committee activities to date, complete the formation and introduction of the work groups, establish procedures for operation of the work groups, and discuss or answer questions concerning the goals and objectives of the Committee. We request that the names of the attendees be telephoned to my office, 557-0807, by March 15th.

Your cooperation and assistance in the efforts of the Committee are greatly appreciated.

Attachment

## PROPERTY MANAGEMENT SYSTEMS

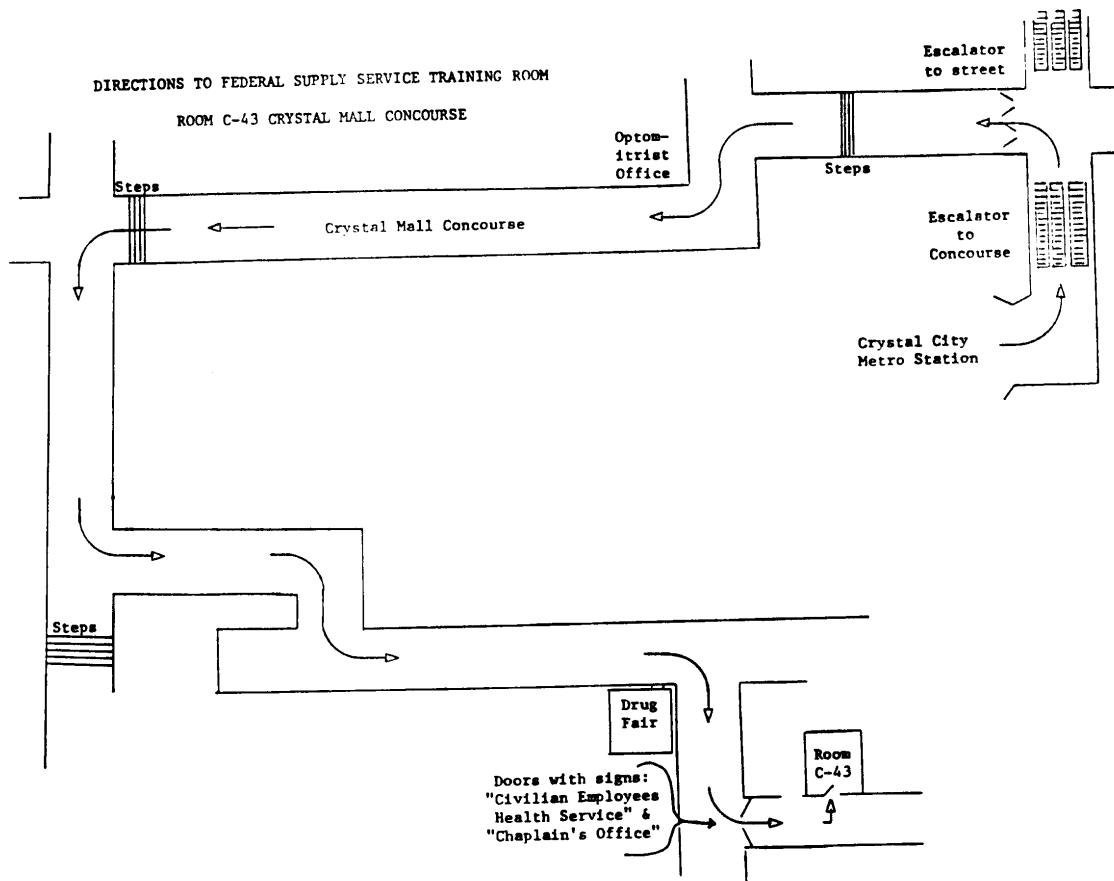
Goals - The immediate goals of the Committee are to share information and resources on systems and activities related to the use, control, and disposal of personal property; to develop system and management standards; and to eliminate duplication of effort between Federal agencies in the development and operation of these systems.

### Objectives - FY 1986

1. Publish an inventory of Federal agency property management systems with a listing of their major features.
2. Examine bar coding technology applicable to accounting and inventory control.
3. Examine commercially available property management software and technology.
4. Recommend criteria for accountability and control of non-capitalized personal property.
5. Develop a property management system data element dictionary.
6. Review agency systems for redistribution and disposal of personal property.
7. Examine Governmentwide management and procedures for redistribution and disposal of personal property.

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